

UNITED AIRLINES UNION BUSINESS TRACKING

INTERNATIONAL ASSOCIATION OF MACHINISTS & AEROSPACE WORKERS

This form is required to account for time spent on union business by IAM employees, AND must be retained in Division accounting of Union time.

Please select type of business: Union Contract Work, District, or Local Lodge Time

- Union Contract Work (Reference Business Tracking chart for further guidance)
- District Lodge Business (Meetings, Conventions, Negotiations)
- Local Lodge Business (Time requested is at management discretion for any activity that is Local Lodge generated work during normal working hours)

Employee ID of employee requesting Union Time:

Print Employee Name:

Co Address: Personal Phone:

Type of Activity (Description of activities during Union time away from work duties including names of participants):

Date & Time Request Submitted : Date for which Time Requested:

Time From: To: Total Amount of Time:

NOTE: Pay all Union time at Straight Time only. Do not pay any Union time as overtime.

Logged into tracking systems: Date: By whom: Reason Code:

Use these codes to complete the table to the right.

Code	Union Business Reason
1	Union Contract Work
2	IAM District Lodge Work
3	IAM Local Lodge Work

Day	Date	Hours	Union Business Reason Code
Sun			
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Total Hours			

Charge to the following accounts depending on whether it is District or Local Business:

District Business: **5857563010**

Local Lodge Business: **5857560370**

Employee Signature: _____ Date: _____

Local / District Lodge authorization: _____ Date: _____
(If not on the IAM authorized list)

^ signature on this form from an IAM representative authorizes United Airlines to charge the IAM for the amount of time specified above.

Company Authorizer: _____ Date: _____